

PA Infotypes

Infotype	Code	Description
Actions	0000	Employee life cycle events; provides an overview of employee history. Infotypes are grouped based on events that occur in an employee's lifecycle, such as New Hire, Separation, Promotion, Leaves of Absence, and so forth.
Additional Personal Data	0077	Military status, ethnic origin and disability status as required for EEO-1 and BETS-100 reporting.
Addresses	0006	Employee's permanent, emergency contact, and mailing address information
	STy:	
	1	Permanent residence
	4	Emergency contact
	5	Mailing address
Adjustment Reasons	0378	Adjustment reasons that determine the changes employees can make to their benefits. During the validity period, the system produces an enrollment benefit offer valid for the life change event. During the validity period, the employee can make restricted changes to benefit elections.
Bank Details	0009	The bank or banks an employee's paycheck is to be direct deposited, and when applicable, the percentage or flat amount to be deposited into multiple banks.
Basic Pay	0008	Pay information based on the employee's position, such as annual salary, monthly salary, and hourly pay.
Certifications and Licenses	0795	Certificates and licenses attained by employees to fulfill the requirements of a particular position.

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Communications	0105	Identification regarding the various forms of employee communication.
	STy:	
	0001	System user
	0010	Email
	0020	First telephone number at work
Cost Distribution	0027	Record 1018 information for future payments if required after separation.
Date Specifications	0041	The dates that are required by the State:
	STy:	
	01	Original Hire Date
	02	Agency Hire Date
	03	Last Day Worked
	06	Notification of RIF
	07	Lottery Anniversary Date
	NR	457 Catch-update
Education	0022	Educational establishments that an employee has attended, including dates of attendance and level completed; also contains certificates that are not required for a position.

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Infotype	Code	Description
Family Member/Dependents (Benefits)	0021	Information about the employee's family members. This will be used in the Benefits Module for designation of dependents and or beneficiaries.
	STy:	
	1	Spouse
	2	Child
	3	Legal dependent
	4	Testator
	5	Guardian
	6	Stepchild
	8	Related persons
	10	Divorced spouse
	11	Father
	12	Mother
	15	Foster child
	16	Other
	91	Court ordered dependent
Federal Income Tax	0210	W4 and W5 withholding information from the employee's earnings for tax purposes.
Grievances	0102	This infotype is used to document both employee grievances and disciplinary warnings. Select the appropriate subtype as applicable to select either a grievance type or the disciplinary warning.
	STy:	
	0001	
	0002	3-step no mediation
	0003	2-step no mediation
		Disciplinary Warning
Hourly Rate per Assignment	0554	Dual Employment Salary
I-9 Residence Status	0094	Employee's citizenship information; documents used to verify compliance with Immigration Reform and Control Act (RAC)

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Infotype	Code	Description
Monitoring of Tasks (also referred to as <i>date reminder</i>)	0019	Dates associated with specific requirements or activities.
	STy:	
	01	End of Probation
	02	End of Training Program
	03	Employ Authorization
	04	Acting Pay
	05	Credential verification
	06	Temp Appointment
	07	Worker's Compensation (7 day)
	08	Short term disability (60 day)
	09	Military
	10	5 day
	11	10 day
	12	15 day
	13	30 day
	14	60 day
	15	90 day
	16	120 day
	17	18 months
	19	End of contract
	20	JB appointment ends
	21	Elected appointment ends
	22	RIF eligibility ends
	23	Prove foster child
	24	Est Leave Run Out
	25	Est Return Date
	26	Est End of Sal Cont
Notifications	0128	Notifications on checks or check stubs.

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Objects on Loan	0040	Items that the State has provided to an employee that need to be returned upon transfer, termination or retirement (keys, vehicle, etc.).
Organizational Assignment	0001	Data that incorporates the employee into the organizational structure and personnel structure. Stores data about the organizational unit to which the employee belongs, including the position assigned to the employee and the job from which the position was created.
Personal Data	0002	Employee identification data, such as name, birth date, marital status, and gender.
Planned Working Time	0007	The work schedule rule for employees. Details of this infotype are created in Time Management and include the employee's position, hours per day, weekly hours, and yearly hours.
Qualifications	0024	Performance Rating
Residence Status	0048	The foreign employee's type of official residence permit, the issue number, expiration date, issuing authority, date issued, and passport number.
Residence State Tax Area	0207	Employee's federal and state residence information for tax purposes used to derive the tax authorities which levy applicable taxes to residents.
Substitutions	2003	Modification to work schedule when an employee is out on leave which prevents the employee from receiving paid unless time is entered.
Unemployment State	0209	State the employee would file for unemployment should the employee separate from the company
Wage Maintenance	0052	Maintain wage types. The two subtypes are: Balance for Reallocation and Range Revision
Withholding Info W4/W5 US	0210	W4 and W5 withholding information from the employee's earnings for tax purposes
Work Tax Area	0208	Tax authority specifics required by Payroll for calculations of worked-in-state taxes.

Time Infotypes

Infotype	Code	Description
Callback	9012	Positions eligible for Callback compensation must have the <i>eligibility</i> box checked.
Evening Shift Premium	9008	If a position is eligible for this premium, the <i>eligibility</i> box must be checked. OSP approved rates other than the default of 10% must be entered in the rate field.
Holiday Payout Period	9006	If holiday compensatory time (equal time off for time worked on a holiday) is to be paid out at a point earlier than 12 months from when it was earned, the Holiday Comp Payout field should be populated with the corresponding number of days (30 days, 60 days, etc.). If a zero is entered, the time will be paid out immediately. The default is 365 days. If no record exists, the default applies.
Holiday Premium Rate	9010	OSP approved rates other than the default of 50% must be entered in the rate field.
Night Shift Premium	9007	If a position is eligible for this premium, the <i>eligibility</i> box must be checked. OSP approved rates other than the default of 10% must be entered in the rate field.
On-Call	9011	Positions eligible for On-Call compensation must have the <i>eligibility</i> box checked. The accrued box should be checked if the time is to be collected as On-Call comp time. The rate field must be populated with the OSP approved on-call rate.
Overtime Compensation	9005	If time worked beyond the overtime limit (40 hours, etc.) is to be paid or accumulated as compensatory time, the <i>Eligibility</i> flag must be checked. If overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned, the <i>OT Compensation Period</i> field should be populated with the corresponding number of days (30 days, 60 days, etc.) If zero is entered, overtime will be paid out immediately. The default is 365 days. If no record exists, the default applies.
Weekend Shift Premium	9009	If a position is eligible for this premium, the <i>eligibility</i> box must be checked. OSP approved rates other than the default of 10% must be entered in the <i>rate</i> field.

Benefit Adjustment Infotypes

<i>Reason (Sty field value)</i>	<i>Name</i>	<i>Purpose (When used)</i>
ADDF	Enroll Family	Enroll family when: <ul style="list-style-type: none"> ▪ Spouse loses eligibility in his/her employer's plan ▪ Spouse terminates employment and loses coverage ▪ Spouse changes employment status from F/T to P/T ▪ Spouse or dependent loses Medicaid/Health Choice eligibility
ADMN	Admin. Corrections (Administration Corrections)	Change enrollment when: <ul style="list-style-type: none"> ▪ Corrections are needed ▪ Other Adjustment Reasons do not fit reason listed.
BENE	Beneficiary Changes	<ul style="list-style-type: none"> ▪ Add or change beneficiaries assigned to life Note: Changes are allowed anytime.
CTO	Court Ordered Support	Add dependent to employee's SHP and other health insurance plans per Child Support Garnishment notification order
DCAR	FSA Dep Changes (Dependent Child FSA Changes)	Change FSA deductions when: <ul style="list-style-type: none"> ▪ Child becomes ineligible at age 13 ▪ Child begins kindergarten or 1st grade ▪ Provider changes rates ▪ Provider changes coverages ▪ Employee changes day care provider ▪ Employee terminates day care
DRPF	Drop Family	Terminate participation when: <ul style="list-style-type: none"> ▪ Spouse begins employment and gains coverage, ▪ Spouse changes employment status from P/T to F/T ▪ Employee, spouse, or dependent gains Medicare or Medicaid eligibility

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Reason (Sty field value)	Name	Purpose (When used)
DTH	Death of Dependent	Terminate participation of a deceased dependent
DVC	Divorce	Terminate participation of a spouse due to a legal divorce
FLOE	NCFlex Annl Enroll (NCFlex Annual Enrollment)	Open enrollment for NC Flex Plans Note: Open enrollment is usually set for October through the first week of November.
FSC	Cancel while on FMLA (FMLA Subscriber Cancel)	Terminate participation when an employee on an FMLA leave elects to cancel coverage. Note: Employee on an FMLA leave will pay premiums for NC Flex plans directly to the plan providers.
FSN	FMLA Nonpayment (FMLA Subscriber No Payment)	Terminate participation in SHP when an employee on an FMLA leave fails to pay the premium. Note: Employee on an FMLA will directly pay the vendors of NC Flex plans.
HIOE	Hlth Ins Annl Enroll (Health Insurance Annual Enrollment)	Open enrollment for health plans Note: Enrollment is usually set for one month.
HIRE	New Hire (also used for reinstated EE)	Manually create adjustment reason to enroll new hires or reinstated employee in benefits plans. Note: SAP will automatically generate this adjustment reason during the Hiring action. Shared Services may manually create the New Hire adjustment reason for an eligible employee.
LATE	Late Entry in Health (SHP only)	Enroll or change participation in SHP after 30 days. Employees may enroll up to 60 days but they are subject to preexisting condition from the 31 st to 60 th day. Note: You will be required to the date of the qualifying event. This date is submitted to SHP.

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Reason (Sty field value)	Name	Purpose (When used)
MCP	Medicare is Primary	<p>Terminate participation in SHP when employee or dependent elects Medicare as primary insurer.</p> <p>Note: If employee or dependent elects Medicare as the Primary insurer, he/she must cancel participation in SHP, however for Cancer the employee or dependent may continue or stop his or her participation.</p>
MLT	Military Leave Term	<ul style="list-style-type: none"> ▪ Terminate SHP participation for employee or dependent on a Military Leave. ▪ Terminate employee's participation in NC Flex plans ▪ Enroll employee in NC Flex plans because spouse is on a Military leave.
MRG	Marriage (Employee marries)	<ul style="list-style-type: none"> ▪ Terminate participation in plans ▪ Enroll self, spouse, and eligible children in plans
MRGD	Dependent marries	Terminate participation for married dependent.
NCHD	Add Foster/Step Child	Enroll a foster or step child to benefit plans. Employee may change dependent coverage.
NEWB	Birth or adoption of a child	<ul style="list-style-type: none"> ▪ Enroll a newborn or adopted child in SHP when the coverage is to start on the day the child is born. ▪ Enroll employee in health care FSA after a birth or adoption of a child. <p>Note: SHP coverage will begin when the first of the month or the first of the next month.</p>
NLS	No Longer a Student	Change dependent coverage when dependent is over 19 years old and is not attending school full-time.
NPY	Nonpayment of Health (SHP only)	<p>Used when an employee</p> <ul style="list-style-type: none"> ▪ Experiences a significant change in premiums or benefits ▪ Does not pay premiums

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Reason (Sty field value)	Name	Purpose (When used)
NWEL	Newly Eligible	Enroll employee in plans when employee becomes eligible due to a <ul style="list-style-type: none"> Change in position Change in hours Position transfer from a Non SAP agency to SAP Agency.
ODP	Maximum Age Dep. (Dependent)	Terminate participation for a dependent who has reached a plan's maximum age limit for coverage.
OLV	Loa w/out leave (and without pay) *Note that the adj. name is not the same as the name of the Action (LOA).	For employees on an LOA without leave (and without pay) for an extended period of time or who will miss at least one payroll deduction for premiums Notes: <ul style="list-style-type: none"> This action will send an electronic notification to vendors of leave. For SHP, this action is used after the FMLA period has elapsed.
PTAX	Pretax to Post tax	Clear pretax option on health insurance when employee submits written form
REC	Hrs<20 Not eligible	<ul style="list-style-type: none"> Terminate participation in SHP when an employee's work hours is reduced to less than 20 hours Terminate participation in NC Flex plans when an employee's hours are below 20 hours. The employee is no longer eligible for coverage.
RET	Retirement Changes	<ul style="list-style-type: none"> Enroll employee in retirement plan (missed during PA40 action) Enroll School of Science & Math EPA employees when they choose the ORP plan Stop participation in retirement plan when employee loses eligibility.

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Reason (Sty field value)	Name	Purpose (When used)
RFL	Return LOA w/out Leave (Return for LOA without Leave) *Note that the adj. name is not the same as the name of the Action (Reinstatement).	Enroll employee returning from an LOA without leave in plans. Notes: <ul style="list-style-type: none"> If employee is returning from a leave without any compensation within the same calendar year, enroll the employee in the same level of NC Flex plans that were elected prior to leave, except for Life Insurance. Note: Follow the LOA guidelines set by NC Flex If employee's LOA was greater than 30 days and extended into new calendar year, have employee elect level of benefits by following the new hire procedure. If employee's leave occurred during open enrollment, allow employee opportunity to enroll following the guidelines established for that open enrollment event.
RHN	Reduced Hrs - No COBRA	Terminate SHP participation when an employee's hours are reduced to be between 20 and 30 hours and the employee chooses not to continue the Health Plan.
SAV	Savings Plans	Enroll, change, or stop participation in the 401k, 401kRoth, 457 or 403(b) plans. Note: Used primarily for 403(b) plans.
SEP	Separation	Stop participation for a legally separated spouse.
SMC	Subst. Money Change (Substantial Money Change)	Maintain SHP participation when a change in health premiums occurs by plus or minus fifty dollars (\$50.00).

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Reason (Sty field value)	Name	Purpose (When used)
SRQ	Subscriber Request	Terminate SHP participation when employees want to cancel coverage for themselves and their dependents.
STD	Short-term Disability	<ul style="list-style-type: none"> ▪ Terminate participation in SHP and NC Flex plans for an employee on STD ▪ Change premiums to a post-tax basis for an employee on STD that elects to continue participation in NC Flex plans.
STU	New Student	Used when a dependent is ineligible due to being over the allowable age, but now is eligible as a new or returning student.
TRI	Enroll in TriCare	Change enrollment due to TriCare enrollment by employee.